



Job Title: Sewer and Water Foreman
Reports To: Sewer/Water/Streets Manager
FLSA Status: Non-Exempt
Job Grade: 47
Department: Public Works Sewer/Water Department
Approved by: Assistant Public Works Director
Date Prepared: October 25, 2013
Date Revised: January 2, 2015

SUMMARY

Under limited supervision, provides lead work direction over workers engaged in performing sewer and water maintenance projects. Work is usually performed on an assigned shift. Incumbent is given specific work instructions by manager on new assignments, but works independently in performing regularly assigned duties.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Oversees projects and maintenance activities involving wells, lift stations, fire hydrants, storm and sanitary sewer manholes and other water main services.
- Inspects construction projects and excavation permits.
- Maintains and repairs lift stations; (pulls pumps; changes floats or transducers, and all associated components)
- Maintains and repairs water distribution systems.
- Cleans sanitary and storm sewer lift stations.
- Repairs manholes; repairs water hydrants as necessary.
- Maintains and repairs sanitary and storm sewer systems
- Locates City owned utilities for OneCall.
- Calls for locations for all utilities.
- Televises sewer lines.
- Maintains and repairs stabilization ponds.
- Orders supplies and materials for projects.
- Provides work direction to employees; sets work priorities; trains staff; approves time off requests; issues verbal or writing warnings as necessary.
- Operates various vehicles and equipment.
- Performs traffic control around work sites.
- Ability to perform all duties of an Equipment Operator.
- Assists Street Department in activities as deemed necessary by Sewer/Water/Streets Manager.
- Works safely; attends appropriate safety training; follows safe work practices; identifies and reports unsafe work conditions; enforces and promotes safe work practices; encourages staff to support all areas of work safety.

- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

High school diploma or equivalent AND seven years of experience, including two years of supervisory experience, in underground water/sewer construction/maintenance or an equivalent combination of education and experience.

Knowledge of:

- City organization, operations, policies and procedures.
- Local, state and federal codes and regulations pertaining to water/sewer operations.
- Traffic safety methods and procedures.
- OSHA rules and regulations.
- Principles and practices of effective employee supervision.
- Geography of the City.
- Principles and practices of project management.

Skill in:

- Using initiative, discretion and judgment within established procedural guidelines.
- Reading and interpreting blueprints.
- Performing various mathematical calculations.
- Communicating effectively, both orally and in writing.
- Creating and maintaining effective working relationships with peers, superiors, other City departments, external government agencies, contractors, vendors, suppliers and the general public.
- Multi-tasking.
- Managing situations requiring diplomacy, fairness, firmness and sound judgment.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Operating various motorized heavy equipment and vehicles.
- Operating a personal computer utilizing standard and specialized software.

LICENSE AND CERTIFICATION REQUIREMENTS

Must possess a valid Class B Commercial Driver's License with Air Brake & Tanker endorsement

Water Distribution Operator Certification II

Water Treatment Operator Certification III – (Must obtain within allotted testing schedule timeframe)

Wastewater Collection Operator II - (Must obtain within allotted testing schedule timeframe)

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed both in an office and outdoor work environment. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 60 pounds. Regular exposure to dangerous machinery, extreme weather conditions, potential physical harm, hazardous chemicals and infectious diseases.

Important Notices: This job description is not an exclusive or exhaustive list of all job functions that a team member in this position may be asked to perform. Duties and responsibilities can be changed, expanded, reduced or delegated by management to meet the business needs of the City of West Fargo. The employee is required to sign this document in the space provided below, acknowledging receipt and comprehension of this job description.

Employee's Name (please print)

Employee's Signature

Date